

## International Standard for Archival Description

<b>1.1 Reference code</b>	UNHCR 31/3
<b>1.2 Title</b>	Records of the Office in Banja Luka
<b>1.3 Dates of creation</b>	1991-1995
<b>1.4 Level</b>	Sub-fonds
<b>1.5 Extent (quantity)</b>	15.40 m
<b>2.4 Immediate source of acquisition</b>	The files were sent to UNHCR in Geneva in April 1997.
<b>3.3 Accruals</b>	Accruals are expected for operations after 1995.
<b>3.4 Arrangement</b>	<p>The records are arranged in ten series and two file units. The series are:</p> <ol style="list-style-type: none"><li>1. Log of communications</li><li>2. Telecommunications file, incoming</li><li>3. Telecommunications file, outgoing</li><li>4. Subject files</li><li>5. Protection Numerical subject files</li><li>6. Protection Subject files</li><li>7. Programme Subject files</li><li>8. Logistics Subject files</li><li>9. Individual Cases files General</li><li>10. Individual Cases files Numerical</li><li>11. Working files</li></ol> <p>The file units are:</p> <ol style="list-style-type: none"><li>1. Stn to Stn [Station] 1992-1993 without number</li><li>2. Individual Cases, 01/March 1993 - 21/March 1993 eviction, job documents [alphabetical].</li></ol>
<b>4.1 Conditions governing access</b>	Records are subject to the General Restriction Policy of the UNHCR Archives
<b>4.2 Conditions governing reproduction</b>	Records are subject to the Copyright Policy of UNHCR
<b>4.3 Language/scripts</b>	English, Serbian, Croatian, Bosnian and French
<b>7.2 Rules or conventions</b>	Internal UNHCR rules
<b>7.3 Date of description</b>	27 November 2000